



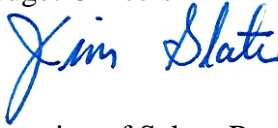
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Michael F. Easley, Governor
Dempsey Benton, Secretary

James B. Slate, Jr., Director

August 20, 2008

MEMORANDUM

TO: Division Budget Officers
FROM: Jim Slate 
RE: Monthly Reporting of Salary Reserve

Funding that is available for salary reserve is an important resource, both for your agency and for the department. As you are aware, this office is charged with monitoring the department wide availability of this resource. The monitoring process allows us to ascertain agency needs and manage those needs in a comprehensive fashion.

As part of the monitoring process each agency is asked to provide a report of the balance of salary reserve funding available from state appropriations. These reports identify the balance at the end of each month and should be provided to this office by the sixth working day of following month. June 30, 2008 salary reserve reports, for example, were due to this office on July 9. A copy of the form that should be used for reporting is attached to this communication.

During these tight fiscal times it is important that we manage all of our resources competently and efficiently to benefit the entire department. Please insure that your agency submits its monthly salary reserve to your analyst in this office each month on a timely basis. A schedule of due dates for State Fiscal Year 2009 is attached for your reference.

Thank you for your continuing support.

JS.hlt

Attachments

Schedule
Monthly Salary Reserve Report Submission Due Dates
SFY 2009

Calendar Year 2008

July 8
August 8
September 9
October 8
November 10
December 8

Calendar Year 2009

January 9
February 9
March 9
April 8
May 8
June 8